



BSO Tutorial for Tax Year 2009

Acknowledge Resubmission Notice and/or Request Extension

Contains the following lesson:

- [Acknowledge Receipt of a Resubmission Notice Received from SSA and/or Request an Extension of the Deadline for Resubmitting Your Formatted Wage File](#)

LESSON 1: ACKNOWLEDGE YOUR RESUBMISSION NOTICE AND/OR REQUEST AN EXTENSION

Follow the instructions below to acknowledge that you received a notice from the Social Security Administration (SSA) requiring you to resubmit your W-2 data. You can also follow these instructions to request an extension of the deadline for resubmitting your formatted wage file.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

Business Services Online
Welcome to Business Services Online

Online Services Availability
Monday-Friday: 5 AM - 1 AM EST
Saturday: 5 AM - 11 PM EST
Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Information

- BSO Electronic W-2 Filing Handbook
- SSNVS Handbook
- Video - Software Demonstration
- Tutorial
- Employer Information
- Suite of Services
- Apply For EIN
- Navigation
- Online Security Policy
- The Privacy Act and the Freedom of Information Act
- Contact Us
- Electronic Records Express
- Government to Government Services Online

News

- Wage News
- Electronic Records Express News
- Social Security Number Verification News
- Consent Based SSN Verification
- Form SSA-1694 News

Business Services Online
BSO HELP

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Explanation of BSO Services

Reporting Wages to the SSA
Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.
[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)
For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.
[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information
Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCOAREP.Registration@ssa.gov.
Select Login to complete, update or view the Form SSA-1694.
Select Register to obtain a User ID and password to complete the Form SSA-1694.
[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

USA.gov Privacy Policy | Website Policies & Other Important Information | Site Map
Last reviewed or modified Wednesday Nov 21, 2007 [Need Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration](#)?

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page (see screen example below.)

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)



Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service

With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages to Social Security** link on the BSO Main Menu page.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs

View submission status, acknowledge resubmission notices or

Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

Social Security Online

Business Services Online

www.socialsecurity.gov | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

 **Wage Reporting Attestation**

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online **Forms W-2c/W-3c Online** **Upload Formatted Wage File**

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Alerts and News for EWR

[E-mail a Wage Reporting Expert](#)
[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Select the **Acknowledge Notice and/or Request Extension** link. The system displays the Acknowledge Notice and/or Request Extension page (see screen example below.)

The screenshot shows the 'Social Security Online' header with the title 'Electronic Wage Reporting (EWR)'. Below the header is a navigation bar with links: 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Resubmission Notice'. Below this is a section titled 'Acknowledge Resubmission Notice and/or Request Extension'. The text in this section reads: 'Use this form to acknowledge a Resubmission Notice and/or Request an Extension of the deadline for resubmitting your formatted wage file. Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration. Items marked with an asterisk (*) are required.' There are three input fields: '*EIN:' with a text box, '*WFID - Version:' with two text boxes, and '*Receipt Year:' with a dropdown menu showing '2010'. Below these fields is a section titled 'You may also request a one-time 15-day extension of the deadline for resubmitting your wage data.' followed by the text 'You may only request an extension if:' and a bulleted list: '• The Social Security Administration has sent you a notice requiring you to resubmit your data,' '• Less than 45 days have passed since the date on the resubmission notice, and' '• This is the first time you have resubmitted this data.' Below the list is a checkbox labeled 'Yes, I would like to request an extension.' At the bottom of the form are two buttons: 'Cancel' and 'Submit'. On the right side of the form, there is a link that says 'Need help with this page?'. At the very bottom of the page, there is a footer with the text: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 8: Enter your Employer Identification Number (EIN), Wage File Identifier (WFID), Version, and Receipt Year (exactly as they appear on the resubmission notice you received from SSA.)


To return to the EWR home page, select the **Cancel** button.

STEP 9: Select the **“Yes, I would like to request an extension”** check box on the Acknowledge Notice and/or Request Extension page (see the previous page for a screen example) if you want to request an extension on the deadline for resubmitting your formatted wage file.


STEP 10: Select the **Submit** button on the Acknowledge Notice and/or Request Extension page (see screen example, above) to process the acknowledgement and/or request an extension.

If the **“Yes, I would like to request an extension”** check box on the Acknowledge Notice and/or Request Extension page was selected, the system displays the Notice

Acknowledgement/Extension Receipt page with a confirmation of extension in the Notice Acknowledgment/Extension Receipt. See screen example below.

Social Security Online Electronic Wage Reporting (EWR)	
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout	
 Resubmission Notice	
Acknowledge Resubmission Notice and/or Request Extension	
Need help with this page?	
Notice Acknowledgment/Extension Receipt	
Date: 04-Jun-2009 Time:3:05 PM Eastern Time	
Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.	
If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.	
Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement of receipt for your records.	
You have received a 15-day extension for WFID KVQ819 - 01 and Receipt Year 2008.	
The new deadline for filing your resubmission is 07/26/2009 The original deadline was 07/11/2009	
EWR Home page	
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.	

If the “**Yes, I would like to request an extension**” check box on the Acknowledge Notice and/or Request Extension page was not selected, the system displays the Notice Acknowledgment/Extension Receipt page without a confirmation of extension in the Notice Acknowledgment/Extension Receipt. See screen example on page 8.

Social Security Online Electronic Wage Reporting (EWR)	
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout	
 Resubmission Notice	
Acknowledge Resubmission Notice and/or Request Extension	
Notice Acknowledgment/Extension Receipt	
Date: 04-Jun-2009 Time: 3:05 PM Eastern Time	
Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.	
If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.	
EWR Home page	
Need help with this page?	
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .	

STEP 11: Select the **EWR Home page** button to return to the EWR Home page.